

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 13 / 18

Date of meeting 11 / 20 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

City Clerk Maree Peck

Address: 1123 Lake St, Sandpoint

Phone number and email address: 208-263-3310 mpeck@sandpointidaho.gov

Authorized by: Maree Peck

name of City official

Maree Peck

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Special Events Policy and Procedures

Summary of what is being requested: Adopt proposed policy and procedures

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☐ Yes ☒ No

If yes, in what way? _____

particularly small events

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Annual City event organizers

Have they been contacted?

Yes or No

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☒ Yes ☐ No

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

☐ Yes ☒ No

☐ Yes ☒ No

5. Have all the affected departments been informed about this agenda item? **Yes or No**

☒ Yes ☐ No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: November 13, 2018

TO: MAYOR AND CITY COUNCIL

FROM: City Clerk Maree Peck

SUBJECT: Special Events Policy and Procedures

DESCRIPTION/BACKGROUND:

A workshop was held during the October 17, 2018 City Council meeting to review a proposal to collaborate all special events held within the City through a Special Event Coordinator in order to make the process easier when special event organizers apply for a special event. A specific area downtown will be designated for future downtown events from Farmin Park and Jeff Jones Town Square to First Avenue on Main and on Second Avenue from Cedar Street to Church Street. Several challenges were reviewed during the Council workshop such as certificate of insurance requirements particularly for marches and private events and some special events are held both in City parks and City streets which require two different processes. A designated area for special events downtown will provide consistency, organizers can plan better for their event and will provide power access in areas that already provide power.

The proposed policy covers all the issues discussed during the workshop with a few event organizers attending the workshop. The proposed policy was reviewed by several City departments with the goal in making this policy easy for event organizers to understand and covers aspects of annual special events and will provide assistance for new events that may occur in the future. The policy will be available on the City's website along with a new special event application that will coincide with the Special Event Policy and Procedures.

STAFF RECOMMENDATION:

Adopt the proposed Special Event Policy and Procedures

ACTION:

Approve the proposed resolution with attached Special Event Policy and Procedures.

WILL THERE BE ANY FINANCIAL IMPACT? No

HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

Proposed Resolution
Proposed Special Event Policy and Procedures

No: 18-
Date: November 20, 2018

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: SPECIAL EVENT POLICY AND PROCEDURES

WHEREAS: The City of Sandpoint strives to have special events to enhance vitality and economic prosperity in our downtown core and community with many special events becoming long standing traditions as an important link to the City's past and future;

WHEREAS: Special events are any meeting, dash, demonstration, festival, concert, march, marathon, parade, procession, public assembly, race, rally, sporting tournament not sponsored by the City, gathering, performance or the activity consisting of persons, animals, vehicles or a combination thereof within a public park, outdoor recreation area or facility, a public parking lot, or public right-of-way, with the intent of attracting public attention which has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic or occupies any street or other public property managed by the City of Sandpoint;

WHEREAS: The Special Event Policy and Procedures addresses two of the goals of the City's adopted Strategic Plan – Responsive Government and Vibrant Culture; and

WHEREAS: The Special Event Policy and Procedures will provide event organizers a planning guide through the City's special event permit process requirements.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Sandpoint adopts the Special Event Policy and Procedures, a copy of which is attached hereto and made a part hereto as if fully incorporated herein.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

YES NO ABSTAIN ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Ruehle
5. Aispuro
6. Darling



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AND PROCEDURES**

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APPLYING FOR A SPECIAL EVENT PERMIT

The City of Sandpoint strives to have special events to enhance vitality, quality of life, and economic prosperity in our downtown core and community. Sandpoint benefits from many events each year, varying in scope, purpose, cost and complexity. Many of our events have become long standing traditions and are an important link to our past as well as our future.

Definition of a Special Event: Any meeting, dash, demonstration, festival, concert, march, marathon, parade, procession, public assembly, race, rally, sporting tournament not sponsored by the City, gathering, performance, or the activity consisting of persons, animals, vehicles or a combination thereof within a public park, outdoor recreation area or facility, a public parking lot, or public right-of-way, such as a street, with an intent of attracting public attention which has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic or occupies any street or other public property managed by the City of Sandpoint. These limited duration events must be specifically approved and permitted through the City of Sandpoint.

The implementation of a Special Event Policy and Procedures addresses two of the goals in the City's adopted Strategic Plan -- Responsive Government and Vibrant Culture. The strategic plan was adopted by Sandpoint City Council via Resolution No. 18-39 on July 11, 2018.

Policy and procedures will provide event organizers a planning guide through the City's Special Event Permit Process and guidelines and requirements associated with special event management.

Contact Information

The City of Sandpoint has designated its City Clerk as its Special Event Coordinator to serve as the single point of contact for event organizers in order to ensure an easy and efficient process to produce a successful and safe event. Event organizers are encouraged to contact Special Event Coordinator in the early stages of event planning in order to effectively navigate the planning and execution of their event.

Sandpoint City Clerk
(208) 263.3310
cityclerk@sandpointidaho.gov
1123 Lake Street
Sandpoint, ID 83864

Special Event Permit Application

Event organizers can obtain a Special Event Permit Application from the City of Sandpoint's website at www.sandpointidaho.gov. The Special Event Permit Application is designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

Permit applications are to be submitted no later than twenty-one (21) days prior to the date of the event. Applications received by the Special Event Coordinator less than twenty-one (21) days, but at least fourteen (14) days prior to the event shall be subject to a late penalty equal to one-half ($\frac{1}{2}$) the amount of the event filing fee. Applications received by the Special Event Coordinator less than fourteen (14) days but at least seven (7) days prior to the event shall be subject to a late penalty equal to the event filing fee. These penalties are in addition to the initial filing fee. Applications received by the Special Event Coordinator less than seven (7) days prior to an event will not be processed. Applications can be submitted as early as one (1) year before the event date. Written amendments to the initial permit application can be submitted due to unique or changing circumstances related to the event. An incomplete permit application will not be approved. It is important to provide all required information and documentation in a timely and complete manner throughout the permit review process.

A substantially complete special event permit application means a permit application where all sections of the permit application have to be completed as they relate to the particular event and its event components and includes sufficient detail that the information can be understood and assessed by the reviewing City department or agency. The permit application review process shall be initiated once a permit application has been determined to be substantially complete.

For an application to be considered complete, applicants must submit the following minimum information required in sections of the Special Event Permit Application in sufficient detail that the material can be understood and assessed:

- Type of Event (Complete)
- Event Details (Complete)
- Applicant Details (Complete)
- Detailed Event Plan Section (All aspects relating to Parking Control, Traffic Control, Police and Fire Protection Needed, Special Preparation in Parks, Electricity Plan, Road Closures and Barricades Needed, First Aid, Security and Cleanup, Portable Toilets Provided)
- Site Plan/Route Map Section (Complete)
- Insurance Section (Complete including all required certificates of insurance)

- and endorsements)
- Signature Section (Complete)
- Any required documentation relevant to the permit application processes and requirements set forth in the Special Events Policy and Procedures and Special Event Permit Application. (Complete)

Applicants are responsible for obtaining all permits, authorization and/or exemptions required by the City and other agencies with jurisdiction for any element of the event (e.g. Alcohol Beverage Control Catering Permits, Business License, City sales tax permit, Idaho Transportation Department Special Event Permit if event includes Fifth Avenue/Highway 2, etc.).

The Special Event Fee Schedule, adopted by resolution by City Council, will be applied for Special Events.

The Applicant will be responsible for paying the permit application fee at the time the permit application is submitted and is determined to be substantially complete. For example, should an Applicant submit a permit application on September 1, however, additional information is required for the application to be determined substantially complete and such information is not submitted to the City until the September 15, the Application Fee and Late Fee (if applicable) will be calculated using the September 15 date.

The special event permit application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that your special event permit application is complete nor does it guarantee that any or all aspects of the application will be approved. Your willingness to pay a late fee does not guarantee that the City of Sandpoint will be able to process your permit application due to time or staffing constraints.

In addition to the permit application fee, the Applicant may be assessed other city permit fees, department rates and fees, costs and fees associated with personnel or resources provided to your event by a city department, program or division, as well as fines that may be assessed by the city for the cost to repair and/or restore any public property damaged by an event receiving benefits under the provisions of City Code.

Reserving Event Venue Space

Permit requests utilizing the same venue, or venues that may affect one another are evaluated based on the date a completed permit application is received and traditional event dates. Downtown events will be held in designated downtown area in Farmin Park, Jeff Jones Town Square to First Avenue on Main Street and Second Avenue from Cedar Street to Church Street. Any other streets, rights of way in the downtown core and use

of City parks are to be reviewed and approved by City staff during the pre-event meeting.

Reserve City barricades/cones

The Applicant is responsible for reserving barricades/cones from the City's Special Event Coordinator. The Public Works Department will deliver and pick up the barricades/cones at the special event site for set up and take down by the Applicant or designee in accordance with the approved traffic control plan.

Special Events Calendar

The Special Events Coordinator maintains the City of Sandpoint Special Events that details community events scheduled to take place on public property. Information contained in your permit application may be used in developing the Calendar of Special Events. The calendar can be accessed at www.sandpointidaho.

The calendar is not intended as a promotional vehicle for special events. The City of Sandpoint reserves the right to determine the events and content included in the Calendar of Events. Special event applications/permits are subject to public disclosure according to Idaho Code.

Event Cancellation

If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the City's Special Event Coordinator in writing no less than 48 hours in advance of the set-up time for your event. The permit application is non-refundable unless there is a determination by the City that the cause of the cancellation is due to circumstances beyond the Applicant's control such as severe weather, unforeseen construction, etc. The nonrefundable fee can be applied for future events only.

Assignment

Applicant shall not assign, sell, transfer or set over unto any other person, persons, business or group thereof, any or all of said rights to use City property or any interest in City property or rights acquired hereunder without the prior written approval of the City, other than, concession booths relating specifically to the event.

Final Permit

The final permit issued by the City of Sandpoint is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan and as

described in the Special Event Permit Application and any attachment and/or amendments made to the application during the review process. The City of Sandpoint may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit, additional requirements of the City of Sandpoint, or requirements established in the Special Event Policy and Procedures Policy may result in the immediate cancellation of the event, denial of future special event permit applications or the requirement of a cash deposit.

SPECIAL EVENT PERMIT PROCESS

Pre-Event Meeting with City Staff

A pre-event meeting will be scheduled and organized by the Special Event Coordinator with appropriate City staff if the application is for a new event or at the discretion of the Special Event Coordinator. Topics of discussion during the pre-event event involves information contained in the provided application, copies of it will be distributed to meeting attendees prior to the meeting. The Applicant and/or it's representatives much attend the meeting with the City staff. It may be necessary to schedule more than one pre-event meeting.

SPECIAL EVENT RELATED PERMITS

There are a number of different special event related permits that may be issued independent of a Special Event Permit or may be required in conjunction with a Special Event Permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types.

Following is a summary of the most common permits types that may be required to obtain when planning a special event or an activity associated with a special event:

Business License

City of Sandpoint City Code Title 3 Chapter 11 states that no person shall engage in any business within the City of Sandpoint for which licensing without having submitted a license application and receive a business license. This license shall be in addition to any other license required by City Code. A general business license is required if a vendor is conducting business within the City of Sandpoint for more than four (4) days. A temporary business license is required for those vendors who are conducting business only during an event for no more than four (4) days. Persons having a City of Sandpoint general business license are exempt from obtaining a temporary business license when engaging in business at a special

event. Fees are associated with the business license application and temporary business application.

City's Local Option Sales Tax Permit

City of Sandpoint City Code Title 3 Chapter 13 provides that the City of Sandpoint imposes and shall collect a tax imposed at the rate of 1% on all sales subject to taxation under Chapter 36 Title 63, Idaho Code. Retailers who will be selling goods during events are required to obtain a Sales Tax Permit through the City of Sandpoint.

Alcohol Catering Permit

If alcohol is served at the event, an Alcohol Catering Permit is required. An Alcohol Catering Permit authorizes an alcohol permittee to serve and sell alcohol as defined by Idaho Code, not to exceed five (5) consecutive days. An alcohol catering permit is limited to authorization to sell liquor, beer and/or wine based on the type of license which the applicant possesses. Applications for such alcohol catering permit shall be made through the Finance Department. There is a fee associated with obtaining an Alcohol Catering Permit. All other requirements and provisions in obtaining an Alcohol Catering Permit are stated in Sandpoint City Code Title 3, Chapter 2.

Firework/Pyrotechnic/Special Effect/Laser Permit

All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the City of Sandpoint Fire Department in compliance with the International Fire Code. Examples of activities in this category include aerial fireworks, open flame activities and special effects using pyrotechnical devices. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

Building Permit

Temporary structures erected less than 180 days and cover an area greater than 120 square feet and are used for the gathering of 10 or more people, shall not be erected, operated or maintained for any purpose without obtaining a permit from the City Building Department. Temporary structures include portable structures, pre-fabricated structures or site-built structures such as bleachers and other seating, elevated platforms, stages, temporary pedestrian bridges, tents or canopies, walkways, etc. that are made available for use by the general public. The general public includes persons who have paid or not paid to attend the special event and who are not a part of the performance or the staff in charge of operating the special event venue.

Idaho Transportation Department Permit

The Applicant will be responsible to obtain a permit through the Idaho Transportation Department if the event utilizes Fifth Avenue/Highway 2. Contact District 1 Traffic/Permit Coordinator at 208-772-1200 for more information.

EVENT DETAILS

Event/Date

The time frame denoted on your final permit is based on the times indicated in this section. No set-up will be permitted before a permit is issued and dismantle must be completed by the time indicated on your permit. Your insurance must cover all time frames.

If your event takes place over multiple sequential calendar days and the event plans are similar in nature from day-to-day, one application may be submitted to include all of your event plans per calendar year.

The City of Sandpoint may also accept one permit application spanning a series of periodic dates for events such as concert series or farmer/art markets that have identical event set-up and dismantle times, site plans, and service providers.

If your event plans vary significantly from day-to-day or have multiple distinct event types (e.g. a parade with a separate festival) that may be best managed as separate events, the city may require separate permit applications for the specific event types.

Attendance

Providing the estimated attendance or number of participants for your event helps in the review of your event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood.

The estimated attendance should be based on the total number of people anticipated will attend or watch the event. Examples include the total number of people coming and going at a festival, watching a parade, or in the general area of an event.

Location

The site plan or route map included with the permit application is a visual representation of all the infrastructure and operational event elements described throughout the permit application and should include any stationary elements as well as moving routes.

The final permit issued by the City of Sandpoint will only be valid for the venue areas and event elements described in the permit application and site plan or route map.

Modifications to the request may be required during the permit review process and will be incorporated in the final permit. Following are guidelines to assist in the development of the site plan or route map:

BOUNDARIES AND ROUTES

- Your site plan or route map must include the names of all streets and/or areas that are part of the proposed event; including auxiliary parking and production areas. A site plan map that includes a traffic control plan for the downtown core designated area and for the Farmers' Market are attached to the policy that can be used to identify any of the other amenities to be provided for the event.
- If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.
- The location of fencing, barriers and/or barricades must be depicted on your site plan or route map. This includes barriers used to denote stationary elements such as alcohol service areas and to articulate participant flow for athletic events.
- Identification of minimum fourteen-foot (14') emergency access lanes throughout the event venue.
- All access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map.

EVENT INFRASTRUCTURE

- The site plan or route map should include the location of all event infrastructure elements identified in your permit application including, but not limited to:
 - Portable restrooms.
 - Trash and recycling containers and dumpsters.
 - Placement of any vehicles and/or trailers including production and shuttle areas.
 - Portable, prefabricated, or site built structures, bridges, staging, platforms, bleachers, or grandstands.
 - Tents, canopies and/or booths
 - Location of alcohol service
 - Tables, seating and other furniture
 - Shuttle locations
 - Other related infrastructure components not listed above but included in your permit application.

Vendors

Vendors will be required to obtain the appropriate City business license and City sales tax permit including any other permits referenced in the Special Event Policy and Procedures. To regulate vendors within the permitted area, the Applicant must submit contact information including emails for all vendors at least 10 business days prior to the event to the Special Event Coordinator. There are specific regulations on tents, canopies, temporary structures as referred within the Special Event Policy and Procedures.

Vendors selling food or beverage products are subject to requirements and restrictions of the State of Idaho Health and Welfare and Panhandle Health Districts. Sales cannot include commercial, imported or second-hand items, or tobacco, firearms, illegal substances or items associated with the use of illegal substances. Vendors selling sealed containers of beer, wine or alcohol are required to obtain alcohol beverage control licenses required through the State of Idaho and City of Sandpoint and a catering permit required through the City of Sandpoint.

- All vendors, suppliers, and their equipment must be removed at the end of the event or additional facility use fees will be charged
- Accessible electricity, drinking water, and wastewater dumping sinks and drains are limited. Power and water are available in some locations. Downtown events can have access to power on Main Street. A list of these needs should be detailed on the event map. Fees may apply.
- All vendors' connections to utilities (i.e. water, power, etc) will meet all current code.
- Vendors must be self-contained or must use grey water barrels for their used water and grease barrels for the used grease. These barrels will be placed in and around vendor areas on pillow or pallets and will be the responsibility of the vendor.
- Vendors are to make sure coals and charcoal are out and cold before placing in trash containers.
- All property belonging to a vendor will be marked and identified as such.
- All drivers operating vendor carts must be licensed drivers, 18 years or older. Each cart must be identified with a sign or flag stating the vendor's name. All vendor carts must have approval prior to the event.
- Vendors' exhaust with large amounts of heat will not be allowed to locate directly under trees, this includes generators.
- It is prohibited to attach by any means banners, signs or any other items to trees or shrubbery.

- All roadways are fire lanes. Parking is allowed in designated parking lanes only: one space per vehicle. Vehicles parked in “No Parking” areas will be towed at owner’s risk and expense
- No parking on pedestrian paths, bike paths, or sidewalks.
- Sky lanterns are not allowed.

APPLICANT DETAILS

The Applicant is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. The Primary Contact name on the special permit application works closely with City staff throughout the permitting process and must have authority to make planning, operational, and financial decisions on behalf of the event. Correspondence directly related to operational planning issues may be directed to the Primary Contact. The Applicant is legally responsible and financially liable to the City of Sandpoint for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities. The Applicant may authorize the City to send invoices to the Primary Contact or other entity, however, maintains ultimate liability for payment of all fees and costs assessed by the City of Sandpoint.

DETAILED EVENT PLANS

Parking Control Plan

No Parking signs may be obtained from the City Event Coordinator and must be posted seventy-two (72) hours prior to your event start time, including set-up. You must verify that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the time of initial placement of the signage and a minimum of twelve (12) hours prior to your event start time. The City of Sandpoint maintains sole discretion to modify these requirements based on an evaluation of unique circumstances associated with an event or for events that take place on a weekly basis such as Farmer/Art markets.

Missing, collapsed, improperly placed, or damaged signs may prevent you from legally towing vehicles within your event venue and may result in an impact to your overall event plans. All signage must be removed from the venue immediately following the event.

Traffic Control Plan

An important part of the event planning process includes planning for the safe arrival and departure of event attendees, participants, and vendors by creating a traffic control plan that is suitable for the neighborhood environment in which the event will take place. Special

events generally impact traffic demands in or near the location of the event.

Traffic control maps are attached for the downtown core designated area from Farmin Park, Jeff Jones Town Square on Main Street to First Avenue and Second Avenue between Church Street and Cedar Street and Farmers' Market.

The Sandpoint Police Department will determine if your event requires traffic control in order to facilitate vehicular and pedestrian movement on city streets and public rights-of-way affected by your event. Following are guidelines that should be incorporated in your transportation plan:

- All traffic control devices in the public right-of-way must be installed by a representative of the City or by a civilian who is certified in traffic control or as authorized by the City
- A developed standardized plan for the downtown event designated area is as follows:
- Traffic control plans for other event areas must be approved by the City in advance. A traffic control plan must be:
 1. Prepared and certified by a traffic control supervisor, or
 2. Prepared in compliance with a standard manual on Uniform Traffic Control Devices (MUTCD) Traffic Control Plan, or
 3. As otherwise approved by the City.

Street Closures

Moving vehicles are not allowed in a closed venue except when approved as part of a parade or other entertainment feature associated with your event. Exceptions to the use of vehicles in a venue may be granted by an authorized city representative for public safety purposes. You must indicate the presence of parked cars within your venue as part of your permit application.

Only a sworn or trained employee of the police department has the legal right to remove a vehicle from a city street or authorize a tow in the public right-of-way. As an event organizer, they must coordinate with the Sandpoint Police Department for the towing of all vehicles within the event venue prior to the onset of event activities, including set-up. Event Organizers will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on the final permit.

Applicant must plan for the closure and reopening of the streets and other areas in which the event will take place. If City Fire Department and City Police Department staff are present, they must coordinate the closure and opening of streets with these authorities.

Security Plan

The event organizer must ensure the event is safe and secure. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event, as well as the overall activities proposed to take place in association with the event, are all areas that need to be analyzed in depth and addressed through a security plan.

The Sandpoint Police Department will review the security plan and has final authority to require a minimum number of licensed private security guards, volunteer and staff positions as well as police officers and traffic controllers necessary to staff the proposed event. These measures may involve other safety strategies ranging, but not limited to, lighting, music genre selection, alcohol management, and venue design, etc.

Private security is typically used at events to enforce the operations and management of a broad array of safety measures ranging from crowd control within and around the venue, VIP management, and parking lot enforcement to identification checks, beer garden safety, money transfers, and/or any rules and regulations established by the Applicant. . It is the responsibility of the Applicant to contract with a licensed private security company and to ensure that the company has the ability to respond to the security needs of the event and surrounding environment.

The Sandpoint Police Department may require department staff to be present at the event to supplement the security plan and to provide additional presence at the event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If the special event impacts the community outside the venue, police services in addition to those needed to directly support your event may be required.

The Sandpoint Police Department has final authority over the event safety requirements. If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the Sandpoint Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Applicant.

As part of the event security plan, the Sandpoint Police Department may allow use of volunteers in specific predetermined locations and capacities that do not require licensed security guards. Should the volunteer services fail to be provided, and/or prove inadequate; the Sandpoint Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Applicant.

First Amendment Activity

Special events sometimes attract First Amendment, or free speech, activity such as protests, petition gathering and leafleting. The Sandpoint Police Department is responsible for managing protest activity. Generally, protestors have the right to be within sight and sound of an event. If the event is free and open to the general public, the Police Department will not remove an attendee, even if that attendee is associated with a protest group, unless the individual is disrupting the event or engaging in other illegal conduct.

When First Amendment activity is anticipated at the event, the Police Department will discuss the handling of the activity and may make suggestions to ensure the safety and rights of all are protected. Ultimately, the manner in which the activity will be managed depends on a number of factors including how the special event is organized, the location and venue configuration of the event, the number of people involved, the type of protest activity anticipated, and the city resources available to manage the overall scope of activities.

Regulations for Events in Parks

- Public access and egress is to be provided at the main gate only at Memorial Field. An exception will be permitted for entrance only if the event provides continuous staffing to physically monitor gates, otherwise all other gates will remain locked at all times.
- Whether leashed or unleashed, dogs are not allowed in any City Park or on any public beach, except at Hickory Park, Lakeview Park and Humbird Mill Park. A maximum of three (3) leashed dogs are allowed at designated dog friendly parks. Leashed dogs are recommended at Humbird Mill Park. Overnight camping is prohibited.
- Overnight camping is prohibited in Parks, unless specifically authorized by the Mayor.
- Parking shall be in designated areas only, maintaining open ingress and egress travel lanes for emergency vehicles and permitting public access to the boat launch. The sponsoring event organization shall specify its parking needs in advance and shall not exceed twenty five percent (25%) of the available parking. Vehicle parking "uninhabited" is permitted overnight in parks.
- The possession or consumption of any alcoholic beverage in public parks is prohibited unless specifically authorized by the City Council.
- Farmin Park and Memorial Field allow alcohol to be served when purchased on site from an authorized vendor with a valid alcohol beverage catering permit issued by the City in conjunction with a special event. Those consuming alcohol must remain in specific areas of the park designated for alcohol beverage

consumption. In all cases, they must remain within the inner boundary of the park's fencing or curb and not inhibit the use of the sidewalk by other persons.

- Boating and swimming at City Beach in designated areas only.
- Overnight visitor boat moorage is limited to the City Beach Marina and Windbag Marina.
- Amplified sound is prohibited in City Parks unless approved in advance by the City.
- The Applicant is required to meet with the City's Park Supervisor at a minimum of 10 days prior to the special event if amplified sound, access to power, additional trash receptacles, additional portable toilets, or facility keys are requested or required for the event.
- Due to turf and sprinkler head damage, vehicles are restricted to paved park roads or parking areas. This includes concession trailers, delivery, and catering vehicles. Vendors must have permission of the Parks Supervisor prior to the event to drive on the turf. All sprinkler heads, utilities, and other site amenities will need to be identified by Park staff before each event. Vendors will be held liable for damages.
- Tents, canopies or other temporary structures cannot be secured by stakes in the park unless authorized.
- The use of inflatables are prohibited in City parks. Examples of inflatables include, but are not limited to, jumpers, obstacle courses, décor elements and promotional signage.

Electricity Plan

There are a number of local and state codes related to the use and distribution of electrical power. The Applicant is required to meet the State of Idaho Division of Building Safety Code. Failure to meet local and state codes may result in penalties or suspension of the use of the wiring or equipment until the corrective action is verified. Events may use electricity tapped from public lights and other public utility outlets, as approved by the City.

The installation and distribution of all new or event specific electrical power used to support your event must be completed by a State of Idaho licensed electrician. In some cases, electrical distribution plans and load calculations prepared by a licensed electrical contractor or electrical engineer may be required. Existing City maintained lighting and outlet circuits may be used for event power use when prior approval is obtained in writing before the event date and time. The City may inspect power distribution safety at the event and may require onsite modifications.

The installation of all electrical elements must comply with Idaho Electrical Code (IEC) and

all other applicable articles of the IEC. All wiring, equipment and devices must be maintained in a safe working condition for the duration of your event including set-up and dismantle.

Utilities

If the event has its own electrical utility meter, the event shall pay the City for any usage charged hereon. The event shall reimburse the City for all related Avista costs. The City will be responsible for water and sewer utilities.

Trash

The Applicant are required to develop and implement plans that ensure the proper disposal of waste generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. The city provides street sweeping services and may also have additional trash containers available. This will be discussed and coordinated during the pre-event meeting. At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities.

Failure to perform adequate clean-up and/or repair damages to city property and facilities due to your event will result in the City of Sandpoint providing the services and billing the Applicant at full cost recovery rates for clean-up and/or repair.

Restroom Facilities

The number of portable toilets required will be determined based on the estimated peak time attendance. Applicant will be responsible for coordinating the portable toilets and the associated expense.

Amplified Sound

In most cases, issuance of a Special Event Permit will serve as approval to use amplified sound within the event venue as outlined in the permit application. Between the hours of 10:00 p.m. through 6:30 a.m., it should be unlawful for any person or business to make or cause loud or offensive noise by means of voice, musical instrument, horn, radio, loudspeaker, sound amplifying equipment, automobile, machinery or power tools, or any other means which disturbs the peace, quiet, and comfort of any reasonable person or normal sensitivities residing in the area. An Applicant may be required to conduct decibel readings at pre-determined locations throughout the event time frame as part of your permit requirements.

EVENT INFRASTRUCTURE

Temporary Structures

Structures erected for a period of less than 180 days, cover an area greater than 120 square foot and are used for the gathering of 10 or more people shall comply with the International Fire Code and International Building Code. This section moved to Building Permit section

Such structures are considered permanent and are subject to required standards if a structure is erected for 365 days a year but is used on a seasonal basis for less than 180 days. If a membrane structure is erected for less than 180 days, they are subject to standards applicable to permanent buildings when they are attached to buildings.

Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements as necessary to ensure public health, safety and general welfare.

Tents/Canopies

The use of tents or canopies are to follow the provisions of the International Fire Code at 3401.

Vendors are responsible for meeting or exceeding the following requirements for the management of all tent and canopy areas:

LOCATIONS

- Property lines, buildings, other tents, canopies, or temporary membrane structures must be at least twenty feet (20') from tent support wires, ropes, and guy wires.
- A fourteen-foot (14') fire access lane must be maintained. The access route must be outside of support wires, ropes, and guy wires.
- A fourteen-foot (14') fire lane must be provided around the entire event venue and must connect with all fire lanes required around tents/canopies.
- Tents and equipment should never be an obstruction to a fire hydrant.
- All vehicle parking and other internal combustion engines must be at least twenty feet (20') from any tent/canopy.
- Additional authorization and/or on-site inspections may be required for tents/canopies that do not provide a fourteen foot (14') access lane.

INSTALLATION

- ❓ Many parks and other public sites have irrigation, pipes and electrical components located inches below surface areas. Stakes are not allowed to

be used in City parks.

- ❑ If you use materials weighted by water to secure tenting, do not release any water
- Anchor wires/ropes shall not cross any means of ingress or egress at a height of less than seven feet (7').

INGRESS/EGRESS

- ❑ All tent ingress and egress points must remain open and shall not be obstructed whenever event participants or staff occupies the tent.

FIRE SAFETY

- Fire extinguishers of a 2-A-10B rating shall be provided every seventy-five feet (75') of travel distance between tents/canopies and must be secured in an upright position and protected from vehicular traffic.
- Heating and cooking equipment shall not be located within ten feet (10') of exits, aisles, passageways, or combustible materials.
- Hay, straw, trash, and other flammable material cannot be stored closer than thirty feet (30') from the outside of tents/canopies.
- ❑ Any cooking operation involving combustible cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require a 2-A: K Class K fire extinguisher in addition to the Class C extinguisher.
- ❑ Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency.
- ❑ Each extinguisher must be visible and accessible and located away from the cooking area.
- ❑ Each extinguisher must have been serviced within the last year and have a State Fire Marshal service tag attached.

Additional Fire Safety Tips

- Know where the fire extinguisher is for each tent/booth and how to use it.
- Do not leave food cooking unattended.
- Do not wear loose-fitting clothing when cooking.
- In case of an emergency, call 9-1-1.

ALCOHOL MANAGEMENT

It is illegal for anyone under the age of 21 to consume alcoholic beverages in the State of Idaho. As the Applicant or authorized representative listed on the Special Event Permit

Application, they are legally liable for any consumption and/or possession of alcohol by a minor. Idaho Code 23-605 will apply that provides any person who sells, gives, or dispenses any alcohol beverage, including any distilled spirits, beer or wine, to another person who is intoxicated or apparently intoxicated shall be guilty of a misdemeanor.

Alcohol Service Conditions:

If the Applicant wants to sell or furnish alcoholic beverages at the event, they will be required to obtain an alcohol catering permit from an alcohol licensee authorized to serve alcohol through the State of Idaho. The Sandpoint Police Department may place restrictions on the way in which alcohol is managed at the event.

Designated Alcohol Service Areas

All events where alcohol is being consumed must provide a controlled space, the design of which must be approved in advance by the City and all catering permits are obtained and on file with the City's Special Event Coordinator.

Any Sandpoint police officer may revoke the permit to provide, serve or sell alcohol during the event for violations of the rules and terms of the permit application or final permit.

The following conditions, unless specifically modified and approved by the City at the pre-event meeting are required:

- The sales, services, and consumption of permitted alcoholic beverages must take place in a designated area.
- No additional dispensing points outside the designated area shall be authorized.
- Each time a person enters or re-enters a designated area, the person's age shall be verified with identification. The use of hand stamps or wrist bands to verify age is discouraged.
- Alcoholic beverages can only be sold or provided to people 21 years or old.
- The use of beer luges, drinking funnels, free pouring, etc. is prohibited.
- Commencement of alcohol service shall not begin prior to the start time of the event. Last service shall be conducted no later than one-half hour prior to the end of the event.
- The Applicant is responsible for resolving any problems associated with the event and/or issues of concern raised by neighbors.

OTHER EVENT ACTIVITIES

Activities not included in the permit application are not authorized to take place in your event venue and can be curtailed by the Sandpoint Police Department. A member of the

Sandpoint Police Department may terminate activities if they incite a crowd or have potential to cause unruly and risky behavior. Use of some equipment, interactive activities, or animals may require additional safety features, insurance levels, or permits.

Decor

Number and locations of banners, pennants, flags, signs, streamers, inflatable displays and similar devices must be included in the site plan/route map and must receive approval from the City of Sandpoint. Under certain conditions, , these items can be prohibited or limited. City Code Enforcement Officers may remove unauthorized décor and advertising in the permitted venue area and/or advertisers may be subject to fines.

Signage

Clear visible signage that can be seen over a crowd of people is important to the success of the event. All entrances, exits, start and finish lines should be clearly marked. Directional signage can help people locate food, entertainment, restroom facilities, and information areas making the event more user-friendly; resulting in enhanced pedestrian flow and the overall enjoyment of the event. Signage should meet accessibility standards.

ACCESSIBILITY

The event plans must comply with all city, county, state and federal disability access laws and regulations applicable to the proposed event activities. All temporary venues, related structures, and outdoors sites associated with the event must be accessible to all disabled persons. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be offered only to patrons with disabilities.

The following guidelines have been established to help develop plans to make your event accessible to the attendees, participants, and service providers that are part of your event. Please note that these are guidelines only and may not be inclusive of all city, county, state, and federal disability access requirements.

Paths of Travel/Accessible Routes

- Your event should include accessible routes throughout your event venue, including parking areas and passenger loading and unloading zones.
- Accessible routes must be a minimum of 44" in width, not including the curb.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes more than 1/3" vertical or 1/2" beveled.
- Cable ramps or rubberized mats should be used to cover all cords, wires,

- hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible.
- An alternate path of travel should have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

Accessible Parking/Transportation

- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for the event, there should be provided, at a minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place disabled parking areas as close to the event venue as possible. If the surface is level and provides access to the event, private property with written permission may be used.
- Include accessible parking for any VIP or other specifically designated parking areas such as limo and taxi zones.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

Accessible Restrooms/Sinks

- A minimum of 10% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.

- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

Accessible Booths/Service Counters

- An accessible route to all booth and/or service counter areas should be provided.
- Booths and/or service counters should be no more than 36" in height and must be 35" or greater in width.

Accessible Staging/Seating

- If the public has access to the stage at your event, it must be accessible using a ramp and/or lift and handrails.
- If you provide designated seating on a stage or within your venue, you must provide accessible seating and companion seating in the designated seating areas.

Accessible Communication

- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested.
- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.

COMMUNITY OUTREACH

As part of the event planning process, the Applicant must evaluate the potential impact of the event on the surrounding neighborhood or environment.

The event plans should include outreach and mitigating measures that address potential impacts the event may have on the surrounding area in which the event activities are proposed to take place. Applicant should meet with the residents, businesses, and other entities that may be directly affected by noise and street closures related to the event in order to address their specific needs. Affected businesses and residents include those businesses and residents that are directly adjacent to the event route with the event street closure. Documentation of this effort must be available to City representatives upon request.

INSURANCE REQUIREMENTS

Before final approval of the Special Event Permit Application is granted, a Certificate of Insurance reflecting Commercial General Liability insurance shall be provided, if applicable for large special events.

All certificates of insurance must provide coverage for the duration of the event, including set up and tear down dates. The City's Risk Manager has final authority regarding the insurance coverage and limits for the special event and can require insurance coverage from other service providers; place requirements or modifications on event components due to the unique nature or risk of a particular event or event component; and require participant waivers.

Certificates of Insurance

GENERAL LIABILITY WITH LIMITS OF:

- \$1 million per occurrence
- \$1 million general aggregate

WORKERS' COMPENSATION : as required by Idaho statutes

The event Certificate Holder Must

Reflect:

City of Sandpoint
1123 Lake Street
Sandpoint, Idaho
83864

Endorsements:

In addition to the certificates of insurance, the City of Sandpoint requires proof of the following policy endorsements:

GENERAL LIABILITY

- The policy must be endorsed to name "The City of Sandpoint, its elected officials, representatives, employees and agents" as additionally insured.



